

# Licensing Home Providers

## Introduction

The responsibility for the management of each Foster Home, Adoptive Home, Kinship Care Home, Relative and Subsidized Guardianship Home Provider record is allocated to a specific county - referred to as the home provider's 'Designated County'. The designated county is defined at the time the home provider record is created. A change to the designated county can be processed through the Create Physical Address page.

Workers of the designated county manage all aspects of the home provider record, including the addition of licensed services for other counties to the Provider's license. Non-designated county workers are not able to create or maintain provider licenses, nor are they able to generate work from within the Home Provider License.

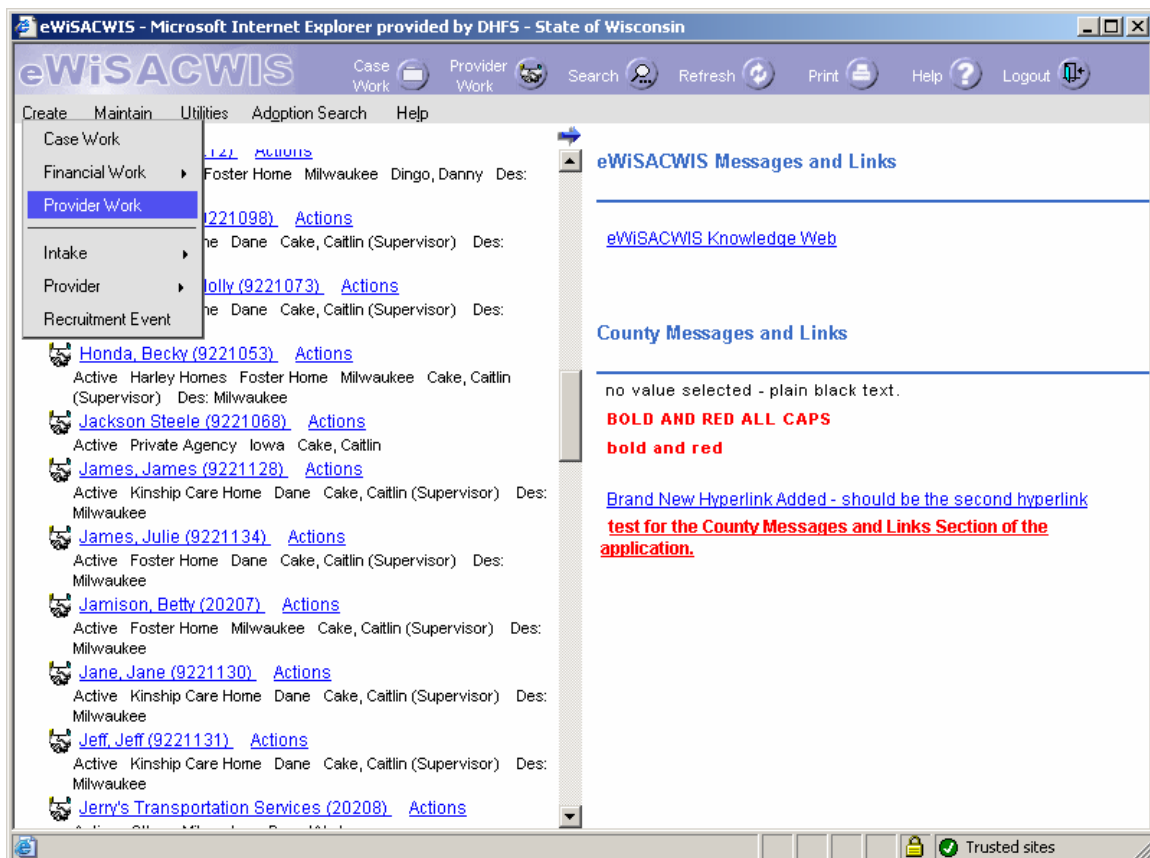
The county of the worker accessing the page will always be screened to establish whether it matches the designated county of the home provider record. Note: the designated county may differ from the home provider's physical location.

The responsibility for the management of Treatment Foster Home (TFH) Provider records is allocated to any worker with Treatment Foster Home security associated with their User Group. Treatment Foster Home Providers and their associated licenses are not subject to the designated county restrictions. As long as a worker has the Treatment Foster Home security, they can create and maintain the TFH Provider record regardless of the provider's designated county.

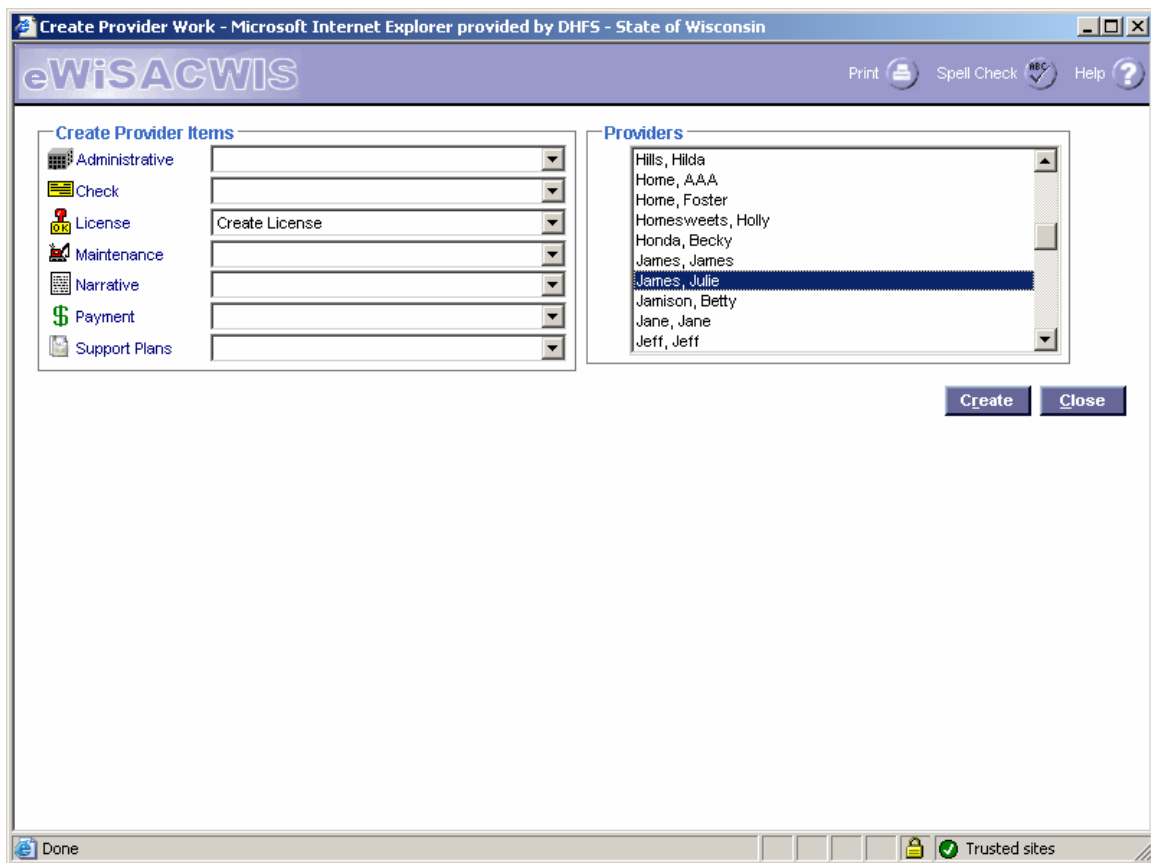
Maximus contracts with the state to maintain Treatment Foster Homes that are licensed by a parent agency. Designated county and Maximus contacts are located on the eWiSACWIS Knowledge Web > Quick Reference Guides > Provider.

1. Once there has been a screened in Home Inquiry, the Home Provider page needs to be updated. See the Quick Reference Guide on Maintaining Home Provider. Once the Home Provider is updated the licensing actions can begin on creating a license for the provider. Make sure the provider is listed on the desktop under the Provider Expando. If the provider is not on your desktop, see your supervisor for assignment.

From the desk top, Create>Provider Work



2. Select Create License from the License Icon and select the appropriate Provider.



3. The License page will appear. The page will consist of three tabs. The first two tabs, Basic and Characteristics, display general information about the license and its approval. The Services tab displays what the home offers including bed capacity, gender preferences and the types of services the provider is licensed for.

The Home Information Group Box will pre-fill with demographic information from the Home Provider Page.

The License Information Group Box consists of the type (pre-filled from the type of license selected at creation), Date Completed Application Received, Effective From, and Effective To boxes are user entered.

The Assessment Decision Group Box is user entered. The user needs to enter a decision. A reason is required when selecting the values of Deny or Withdrawn.

License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
Completion Date: 00/00/0000 Status: Pending

**Basic** Characteristics Services

**Home Information**

Parent 1: Julie James Parent 2:  
C/O:  
Street: 123 Any Street Apt: Home: (608)123-4567 Ext:  
Work:  
City: Madison State: WI Zip: 53701 Fax:  
Country: United States

**License Information**

Type: Foster Care - HFS 56 Date Completed Application Recd: 01/01/2006  
Effective From: 01/01/2006 Effective To: 12/31/2008

**Assessment Decision**

☐ Approve - Standard ☐ Deny  
☒ Pending ☐ Withdrawn

Reason 1:  
Reason 2:  
Reason 3:

Options: Go Save Close

Done Trusted sites

- Under the Options drop down menu, the worker can Approve the license, access the Adoption and Foster Family Assessment. A checklist is also available for the worker to record completed items for licensing. The Foster Home license and Notification are also available. Finally there are various letters including a Denial letter, Renewal, Revocation, License put on Hold, and a Re-license Denial letter. Templates should be created prior to approval as they can not be created after final approval.

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eWiSACWIS

Print Spell Check Help

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
Completion Date: 00/00/0000 Status: Pending

**Basic** **Characteristics** **Services**

**Home Information**

Parent 1: Julie James Parent 2:  
C/O:  
Street: 123 Any Street Apt: Home: (608)123-4567 Ext:  
City: Madison State: WI Zip: 53701 Fax: Ext:  
Country: United States

**License Information**

Type: Foster Care - HFS 56 Date Completed Application Recd: 01/01/2006  
Effective To: 12/31/2008

**Actions**  
Approval  
Adoption Family Assessment  
Foster Family Assessment  
**Checklist**  
Steps Completed Checklist  
**Text**  
Foster Home License  
Foster Home Licensure Notification  
**Letters**  
License Denial Letter

Reason 1:  
Reason 2:  
Reason 3:

Options: **Go** **Save** **Close**

Done Trusted sites

5. The Characteristics tab is view only when accessed via the Home Provider Licensing pages. The Home Provider Characteristics tab will pre-fill based on what was entered on the Home Provider page. The Family Accepts Group Box will display characteristics of children the family will accept. The Other Characteristics list box details characteristics of the family itself that may affect placement decision.

The screenshot shows a web browser window titled "License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page header is "eWISACWIS" with navigation links for "Print", "Spell Check", "Help", and a question mark icon. The main content area is titled "License" and contains a form with the following fields:

Home:	Julie James	Worker:	Caitlin Cake	Designated County:	Milwaukee
Completion Date:	02/03/2006	Status:	Pending		

Below the form are three tabs: "Basic", "Characteristics", and "Services". The "Characteristics" tab is selected. It contains two main sections:

- Family Accepts**: A list box containing the following items:
  - Diabetic
  - Down Syndrome
  - Eating Disorder
  - Emotional Minimal
  - Female child(ren)
- Other Family Characteristics**: A list box containing the following items:
  - Apnea trained
  - Near emergency medical facility
  - Trained in Medical Procedures

At the bottom right of the form are two buttons: "Save" and "Close". The browser's status bar at the bottom shows "Done" and "Trusted sites".

6. The Services tab serves two purposes with regard to the documentation of a license. First, the Provider Information group box allows the worker to view information about the provider. This information includes the total capacity of the home, and gender and age preferences for placements. This pre-fills from the Services Tab of the Home Provider window. Second, the Licensed Services group box displays the service types that this license will authorize, including the name of the county with which each service is associated. The worker can view the capacity allocated to each licensed service type. Any updates to these capacities occur on the Edit Licensed Services page. The Edit Licensed Services hyperlink (enabled for designated county or TFH workers when the county specific radio button is selected in the Licensed Services group box) launches the Edit Licensed Services page.

The Licensed Services group box shows licensed services for the Home Provider in two formats:

- By selecting the county specific radio button, the worker will only see licensed services for the selected county. The County column is not visible in the Licensed Services group box. In this view, the Edit Licensed Services hyperlink is available and located to the right of the county specific radio button. When selecting this link, the Edit Licensed Services page opens and allows the worker to update licensed services.
- When selecting the All Counties radio button, services associated with the provider from every county are displayed in the Licensed Services group box. The County column heading is visible for licensed services.

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**eWISACWIS** Print Spell Check Help

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
 Completion Date: 02/03/2006 Status: Pending

**Basic** **Characteristics** **Services**

**Provider Information**

Last Updated: 02/03/2006

**Provider Capacity**  
 Total License Bed Capacity: 2

**Provider Preferences By Gender**

	Male	Female	Total
Preferences:	0	2	2

**Provider Preferences By Age**  
 Preferred Age: From: 0 To: 18

**Licensed Services**

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

Category	Type	Lic Capacity	Status
<input checked="" type="radio"/> Foster Home - General License	Foster Home-Gen License 12-14 years old	2	In Active
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 5-11 years old	2	In Active

Options:

Done Trusted sites



- To add a Service Category and Service Type, select the Edit Licensed Services hyperlink. Select the appropriate radio button next to the service you wish to add and put the correct number in the License Capacity box. Multiple Service Types can be added to this record by completing the above referenced method. Services will remain 'Inactive' until the license is approved. Once approved the status will switch to 'Active'.

Service Rates can be added from the Options menu and selecting Service Rates. Service Rates can only be entered by those with the proper security.

Save and Close this page.

Edit Licensed Services -- Web Page Dialog

eWiSACWIS
Print
Spell Check
Help

Provider Id: 9221134    Provider Name: Julie James  
County: Milwaukee    Total License Bed Capacity: 2    License Type: Foster Care - HFS 56

**Licensed Services**

Category	Type	Lic Capacity	Status
<input type="radio"/> Foster Home - Contracted	Foster Home - Contracted 15+ years old	0	Inactive
<input type="radio"/> Foster Home - Contracted	Foster Home - Contracted 12-14 years old	0	Inactive
<input checked="" type="radio"/> Foster Home - Contracted	Foster Home - Contracted 0-4 years old	2	Inactive
<input type="radio"/> Foster Home - Contracted	Foster Home - Contracted 5-11 years old	0	Inactive
<input type="radio"/> Foster Home - General License	Assessment Home for Children 12-14 years	0	Inactive
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 5-11 years old	2	Inactive
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 12-14 years old	2	Inactive
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 0-4 years old	2	Inactive
<input type="radio"/> Foster Home - General License	Assessment Home for Children 15+ years	0	Inactive
<input type="radio"/> Foster Home - General License	Assessment Home for Children 0-4 years	0	Inactive
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 15+ years old	0	Inactive

Options:
Go
Save
Close

Actions
Service Rate

Page 7    Sec 1    7/7    At 7.8"    Ln 15    Col 1    REC    TRK    EXT    OVR    English (U.S.)

8. You will now return to the Services Tab. The Service Categories and Service Types will be listed under the Licensed Services Group Box. The status of the Service Category is currently inactive. The status will become active once the license is approved.

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eWISACWIS

Print Spell Check ABC Help ?

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
Completion Date: 02/03/2006 Status: Pending

Basic Characteristics **Services**

**Provider Information**

Last Updated: 02/03/2006

**Provider Capacity**  
Total License Bed Capacity: 2

**Provider Preferences By Gender**

	Male	Female	Total
Preferences:	0	2	2

**Provider Preferences By Age**  
Preferred Age: From: 0 To: 18

**Licensed Services**

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

Category	Type	Lic Capacity	Status
<input checked="" type="radio"/> Foster Home - Contracted	Foster Home - Contracted 0-4 years old	2	In Active
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 0-4 years old	2	In Active
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 12-14 years old	2	In Active
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 5-11 years old	2	In Active

Options:

Done Trusted sites

9. Return to the Basic Tab. Under Options, select Foster Home License and select Go. The license will need to be launched in order to view and/or print the license in the future.

License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
Completion Date: 02/03/2006 Status: Pending

Basic Characteristics Services

**Home Information**

Parent 1: Julie James Parent 2:  
C/O:  
Street: 123 Any Street Apt: Home: (608)123-4567 Ext:  
City: Madison State: WI Zip: 53701 Fax: Work:  
Country: United States

**License Information**

Type: Foster Care - HFS 56 Date Completed Application Recd: 01/01/2006  
Effective From: 01/01/2006 Effective To: 12/31/2008

**Assessment Decision**

☐ Approve - Standard ☐ Deny  
☒ Pending ☐ Withdrawn

Reason 1:  
Reason 2:  
Reason 3:

Options: Foster Home License Go Save Close

Done Trusted sites

10. The license will pre-fill with the providers name and address. The worker will need to add additional information on the template such as number of children, sex of children, age ranges, etc. Once the license has been completed, print the license and use the Close and Return to eWiSACWIS button.

9223500.0.rtf - Microsoft Word

File View Window

Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

Read 100%

State of Wisconsin  
Department of Health and Family Services  
**Foster Home License**  
Be it known that  
**Julie James**  
**123 Any Street**  
**Madison, WI 53701**  
having been found to be in substantial compliance with Ch. HFS 56 of the Wisconsin Administrative Code, is licensed to conduct and maintain a foster home at the above address subject to that following provisions:  
Number of children who may receive care at one time:   
Sex of children who may receive care:   
Age of children who may receive care:   
Other Provisions (specify):   
This license is issued in compliance with Section s48.62 (1) (a) of the Wisconsin Statutes, and shall remain in full force and effect until the expiration date of the license, unless otherwise provided by the Department of Health and Family Services.

Page 1 Sec 1 1/2 At 2.6" Ln 8 Col 1 REC TRK EXT OVR English (U.S)

11. Once you have returned to the Basic Tab, letters, notifications, and checklists can be accessed and printed as outlined above in number four.
12. Back on the Basic Tab, to approve the license, select 'Approve-Standard' from the Assessment Decision Group Box, select Approve and Go to send the license for supervisory approval.
13. When the designated county wants to add another county's service types to a provider record, the designated county can add the service types without having to close and re-license the provider. If the designated county wants to change their own service types, the designated county is required to close and re-license the provider.

License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
 Completion Date: 02/03/2006 Status: Active-Regular

**Basic** Characteristics Services

**Home Information**

Parent 1: Julie James Parent 2:  
 C/O:  
 Street: 123 Any Street Apt: Home: (608)123-4567 Ext:  
 City: Madison State: WI Zip: 53701 Work: Ext:  
 Country: United States Fax:

**License Information**

Type: Foster Care - HFS 56 Date Completed Application Recd: 01/01/2006  
 Effective To: 12/31/2008

Reason 1:  
 Reason 2:  
 Reason 3:

Options: **Go** **Save** **Close**

Done Trusted sites

14. Once the License has been Approved, go back into the license to verify that the Service Category and Service Types have been activated.

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**eWISACWIS** Print Spell Check ABC Help ?

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
Completion Date: 02/03/2006 Status: Active-Regular

Basic Characteristics **Services**

**Provider Information**

Last Updated: 02/03/2006

**Provider Capacity**  
Total License Bed Capacity: 2

**Provider Preferences By Gender**

Preferences:	Male	Female	Total
	0	2	2

**Provider Preferences By Age**  
Preferred Age: From: 0 To: 18

**Licensed Services**

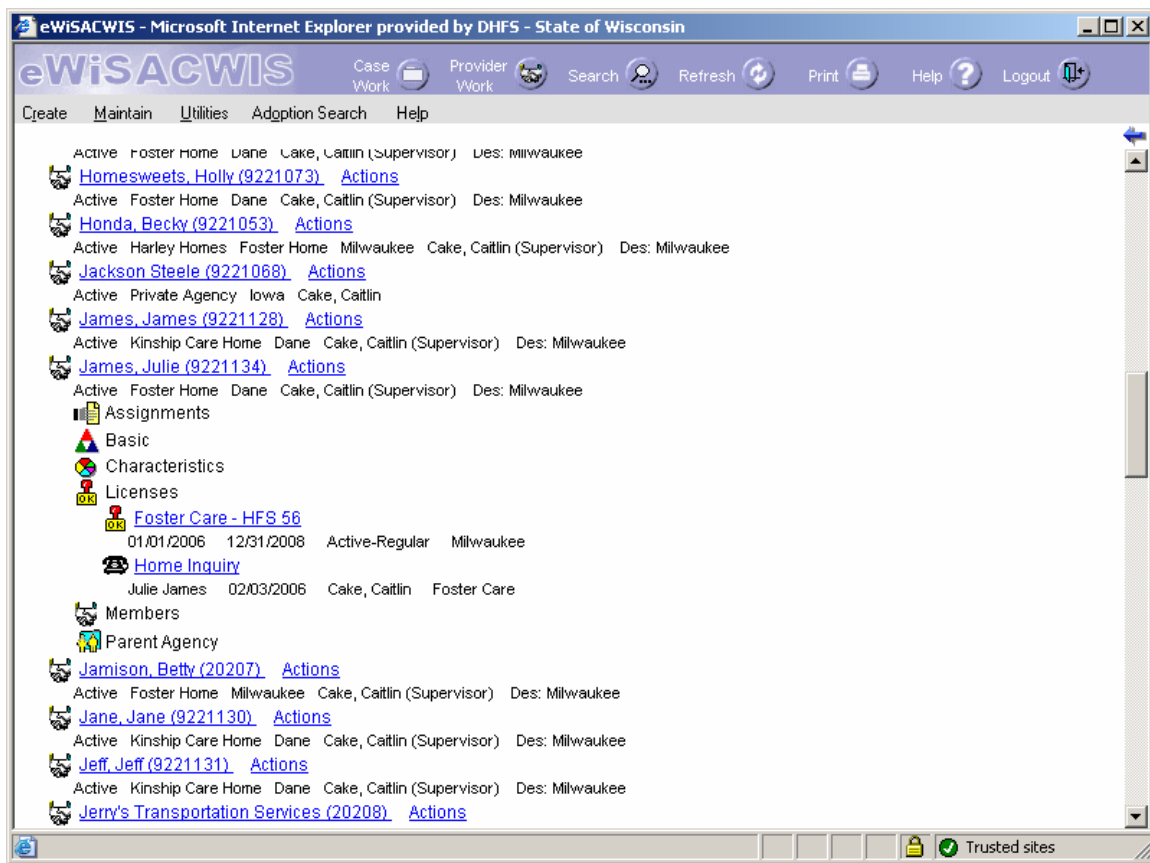
☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

Category	Type	Lic Capacity	Status
<input checked="" type="radio"/> Foster Home - Contracted	Foster Home - Contracted 0-4 years old	2	Active
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 0-4 years old	2	Active
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 12-14 years old	2	Active
<input type="radio"/> Foster Home - General License	Foster Home-Gen License 5-11 years old	2	Active

Options:

Done Trusted sites

15. Below is an example of how the approved license will look from the desk top.



## Additional Licensing Actions

1. The Additional Licensing Actions page is accessed through the Options drop down box on the Basic tab of the Home Provider License page and allows for the documentation of actions taken with regard to a license after it has been approved. Licenses that have been Denied, Withdrawn, Renewed, Expired or Closed cannot be re-activated from this page. In these instances, a new license would need to be created.

License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check ABC Help ?

**License**

Home: Julie James Worker: Caitlin Cake Designated County: Milwaukee  
Completion Date: 02/03/2006 Status: Active-Regular

**Basic** Characteristics Services

**Home Information**

Parent 1: Julie James Parent 2:  
C/O:  
Street: 123 Any Street Apt: Home: (608)123-4567 Ext:  
City: Madison State: WI Zip: 53701 Work: Ext:  
Country: United States Fax:

**License Information**

Type: Foster Care - HFS 56 Date Completed Application Recd: 01/01/2006  
Effective To: 12/31/2008

**Options:** Additional Licensing Actions Go

Save Close

Done Trusted sites



2. The Insert button is used to insert a new row in the Licensing Actions group box. There can only be one active License Action at a time, so the Insert button is available only when there are no license actions or all previous license actions have been approved. Since each licensing action has an effect on the status of the license, it must go through the approval process. When final approval has been reached, the status field for the license is changed and ticklers affecting the license are removed if appropriate.

The Additional Licensing Actions page for Foster Home licenses opens in view mode for non-designated county workers. The Additional Licensing Actions page for Treatment Foster Home licenses opens in view mode for non-TFH workers.

License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Additional Licensing Actions -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

**Licensing Actions**

Action	Effective From	Reason 1	Reason 2	Reason 3
▼	00/00/0000	▼	▼	

Close  
Expire  
Made in Error  
Place On Hold  
Revoke

Insert

Options: ▼ Go

Save Close